

基地空席広報

VACANCY ANNOUNCEMENT

広報番号：

Announcement No.

CFAY-003-02-05

募集締切日：

Closing Date

15 Sep 05

発行日：

Date of Issue

2 Sep 05

1. 職種名 Job title (等級 Grade 6 語学等級 LAD 4)

Claims Examiner #324

(請求権審査職)

受諾可能な下位等級 Acceptable Trainee Level: 1-5

☒ 事務系 ☐ 技能系 ☐ 保安系 ☐ 医療系
Administrative Blue Collar Trade Security Medical

募集人数：

No. of Requirement

1 名

4. 募集範囲 Area of Consideration

☒ 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee
☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
☒ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
☒ 外部 Off Base Applicant

2. 部隊 Activity

Commander Fleet Activities, Yokosuka

Staff Judge Advocate Office (Code 003)

勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka

3. 勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Working Days : Mon – Fri, 5 days/week

時間帯 Working Hours : 0800 – 1645 (Recess 45 min.)

5. 雇用の種類 Type of Employment

☒ M L C
☒ 常用 Permanent
☐ 限定 Limited Term (___ 力月 Months)

6. 職務内容 Duties

See attached task list.

7. 資格要件／身体条件 Qualification / Physical Requirements

- One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such specialized experience, master's degree in a related field may qualify him/her at 1-6 level.
- Knowledge of Japanese law and regulations such as civil code, criminal code, Japan compulsory insurance (JCI) law, road traffic law, and Status of Forces Agreement.
- Ability to investigate claims and/or accident to write up reports.
- Skill and tact in coordinating with Japanese police, USFJ security elements, Defense Facilities Administration Bureau, insurance companies, Japanese governmental offices, and commercial companies.
- Skill in operating office automation hardware and software such as Windows NT, Microsoft office and communications.
- Ability to read, write and speak English at exceptional proficiency level (LAD-4).
- Ability to translate and interpret oral statements or written documents from English into Japanese and vice versa.

*Applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below:
1-5: One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level.

**** A handicapped applicant may be accepted, depending upon the degree and kind of disability.**

英語力 English Language Proficiency : ☐ 必要なし None ☐ 初級 Basic ☐ 中級 Intermediate ☐ 上級 Advanced ☒ 特段の能力 Exceptional

学歴 Educational Background : N/A

免許証／修了証 License/Certificate Required : N/A

提出するもの Application and Associated Documents

職務状況 Working Condition

****PDF Forms are available at HRO Web Site. <http://hro.cnfj.navy.mil> ****

*☒ 空席応募用紙 Application for Vacancy Announcement (HROY Form 1)

*☒ 専門職務経歴書 Resume of Specialized Work Experience (HROY Form)

*の記入は Complete * in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either

☒ 英語の能力を証明するもののコピー Copy of Certificate of English Proficiency

☒ 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)

12cm x 23.5cm envelope with Applicant's Zip Code, Address, Name and a 80 yen

問い合わせ先 for job inquiries

担当部署 Office : 米海軍横須賀基地 CFAY

人事管理課 Management Office

担当者名 Name : 佐藤 Sato・石原 Ishihara

電話番号 TEL : 046-816-8148/8143

提出先 Office to Submit

〒238-0001 神奈川県横須賀市泊町 1 番地、Box 22

1 banchi Tomari-cho, Yokosuka, Box 22

米海軍横須賀基地統合人事部雇用課 (HRO)

COMNAVFORJAPAN, Human Resources Office Yokosuka

(HRO), MLC/IHA Employment Office (N131D)

☎046-816-8152 DSN 243-8152

事務処理欄 For Official Use

PD No.: CFAY-003-007

PD is accurate and current.
Certified by Activity: ak

HRO : ah 9/2 yk 9/2

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません。Submitted applications will not be returned.

Assists settlement between Japanese nationals and SOFA personnel who fail to have adequate vehicle insurance. Initiates private settlement for SOFA members involved in incidents in order to prevent further development of criminal issues. In cases when U.S. member is a victim of incident or accident, initiates investigation to assess damage and pain and suffering for the victim to complete a private settlement. Provides legal advice and assistance with regard to Japanese law and regulations, mostly the Civil Code, Criminal Code, Status of Forces Agreement, JCI Law, and Road traffic Law. Renders expert opinions on Joint Committee Agreement and Views. Provides advice to SOFA members on condolence procedures, Japanese Customs, and protocol on the occasion when a Japanese national is injured or killed as a result of aircraft or traffic accidents. Conducts complex and special investigations into actual or suspected claims for death, personal injury, and property loss or damage that arise from aircraft or traffic accidents or other major types of incidents or disasters. Since these incidents regularly involve Japanese nationals, investigations are oftentimes undertaken jointly with Japanese authorities. Drafts investigative reports with recommendations as to what degree claimants should be compensated, providing reasons therefore, and subsequently forwards them to the Claims Headquarters (Fifth Air Force, Yokota AB). Reviews and evaluates claims filed against the U.S. Government by Japanese nationals and determines whether such claims were processed properly and in compliance with all the rules and regulations. Acts as a liaison with Japanese police, other USFJ security elements, Defense Facilities Administration Bureau, insurance companies and other Japanese Governmental offices and commercial companies. Collects settlement funds from the party liable or their insurance companies for payment to the Government properties in favor of the U.S. Government. Performs work involving interpreting and translating oral or written documents from English into Japanese and vice versa. Acts as interpreter for Legal (Claims) Officer during meetings. Performs other related duties assigned.